

## TO THE OFFICIALS OF THE STATE-CHARTERED CREDIT UNION ADDRESSED:

Enclosed are the materials for your use in filing the December 31, 2002, Call Report and 2003 Report of Officials. This package contains the Call Report (Form 5300), a compact disk containing the *NCUA Form 5300 for Windows* and Report of Officials programs, a *NCUA Form 5300 for Windows* data disk, the *NCUA Form 5300 for Windows* Checklist, the *NCUA Form 5300 for Windows* User Instructions, the 2003 Report of Officials (form 4501), the Report of Officials Installation and User Instructions, Report of Officials data disk, and return mailers.

**Call Report:** The report contains seven core pages that all credit unions are required to complete and seven supplementary schedules. Credit unions that engage in a broader range of investment, share, or lending activities must complete the supplementary schedules as needed. All credit unions must answer the five “credit and borrowing arrangements” questions on page 12. **Please carefully review the *Instructions for Reporting Requirements* located in the Call Report**, just before the Working Copy of the form. Page 15 is the PCA Net Worth Calculation Worksheet and requires no input unless you intend to use an optional Total Assets Election to compute your net worth ratio.

The paper copy of the form is provided for your convenience. You are not required to return the form if you use the *NCUA Form 5300 for Windows* program (unless your examiner has requested that you do so), but you should print and sign a completed report, and retain a copy in your permanent records. If you choose to use the *NCUA Form 5300 for Windows* program, you must install the current system enclosed in this package. Please make sure that the cycle date which appears on the *NCUA Form 5300 for Windows* program is correctly identified as 0212. Your charter number and check digit are listed at the top left corner of this page.

**Report of Officials:** Filing instructions are enclosed with the Report of Officials paper form. **You will need your check digit from this letter to use the Report of Officials software.** Both the form and the software are also available on our website at [www.ncua.gov/ref/roofficials/roofficials.html](http://www.ncua.gov/ref/roofficials/roofficials.html).

Please call NCUA Customer Service at 1-800-827-3255 with any software questions. **Please direct any questions not related to the PC 5300 or Report of Officials software to the individual or address listed below.**

Starting this cycle, credit unions with Internet access and using the *NCUA Form 5300 for Windows* program can securely upload the Call Report data directly to NCUA for processing with *eSend to NCUA*. Please refer to the instructions for further details. Your Authentication Key required to use *eSend to NCUA* is listed at the bottom of this page.

If you use *eSend to NCUA*, no further documentation is necessary (unless requested by your Regulator). If you do not use *eSend to NCUA*, please place the *NCUA Form 5300 for Windows* data disk (containing your transmission file) and/or the Call Report (Form 5300) **AND A COPY OF YOUR DECEMBER 31, 2002, FINANCIAL STATEMENTS** into the return mailer. **THE COMPLETED FORM OR DISK MUST BE RETURNED BY January 22, 2003, TO THE FOLLOWING ADDRESS:**

Name  
Title  
Organization\_Name  
State\_Org\_AddressStreet  
State\_Org\_AddressCity, Address line  
2State\_Org\_AddressState ZIP

Email: [Email](#)  
Fax: [RightFaxNum](#)

**Authentication Key:**